



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 5305.3

ASN(FM&C): NFMC

18 December 1998

SECNAV INSTRUCTION 5305.3

From: Secretary of the Navy

Subj: ASSISTANT SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT AND
COMPTROLLER) AWARDS PROGRAM

Encl: (1) ASN(FM&C) AWARDS PROGRAM CRITERIA AND PROCEDURES
(2) ASN(FM&C) AWARDS PROGRAM NOMINATION FORM

1. Purpose. To implement general provisions and establish guidance for the Assistant Secretary of the Navy (Financial Management and Comptroller) (ASN(FM&C)) Awards Program.
2. Background. The goal of the ASN(FM&C) Awards Program is to recognize and encourage notable contributions to organizations by individuals in accomplishing the mission of the Office of the ASN(FM&C). The program complements commands, activities, and programs by spotlighting individuals and teams of individuals.
3. Policy
 - a. It is Department of the Navy (DON) policy to recognize military members and civilian employees for significant contributions to the improvement of DON financial management.
 - b. Recognition shall be in the form of engraved plaques and certificates presented to, and retained by, the individual or group of individuals contributing significantly to the improvement of financial management during the preceding fiscal year.
 - c. Awards shall be presented to winners in each of the following categories:

18 DEC 1998

- (1) Functional Area Individual Awards
 - Accounting
 - Auditing
 - Budgeting
 - Comptroller/Deputy Comptroller
 - Education, Training, and Career Development
 - Intern

- (2) Organization and Team Awards

- (a) Outstanding Financial Management Organization

- 1. Echelon 2 Commands or above

- 2. Echelon 3 Commands or below

- (b) Outstanding Financial Management Team

- 1. Echelon 2 Commands or above

- 2. Echelon 3 Commands or below

d. Any DON military or civilian employee or team of employees who has made a significant contribution to the improvement of financial management is eligible for nomination for an award.

4. Responsibilities

a. ASN(FM&C). The ASN(FM&C) is the sponsor of the ASN(FM&C) Awards Program with the following responsibilities:

- (1) Provide technical leadership and policy guidance.

- (2) Establish long-term goals for the ASN(FM&C) Awards Program.

- (3) Select award recipients from among the candidates submitted by the Director, Naval Financial Management Career Center (NFMCC).

b. Director, NFMCC shall:

18 DEC 1998

(1) Distribute ASN(FM&C) Awards Program letter and receive award nominations annually.

(2) Provide the means to evaluate nominations and forward nominations to ASN(FM&C).

5. Action. Submit enclosure (2) to the Director, Naval Financial Management Career Center, 151 Ellyson Avenue, Suite F, Pensacola, FL 32508-5114 by the nomination deadline date which will be published in an annual letter.

6. Report and Form

a. The reporting requirement contained in this instruction is exempt from reports control by SECNAVINST 5214.2B.

b. SECNAV 5305/1 (7-98), ASN(FM&C) Awards Program Nomination Form is provided as enclosure (2) or is available from the Naval Financial Management Career Center.



12 FEB 1999

Jerry MacArthur Hultin
Under Secretary of the Navy

Distribution:

SNDL	21A1	(CINCLANTFLT)
	21A2	(CINCPACFLT)
	21A3	(CINCUSNAVEUR)
	23C	(COMNAVRESFOR)
	41A	(COMSC)

SNDL Part 2 (Naval Shore Activities)

18 DEC 1998

**ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER) AWARDS PROGRAM
CRITERIA AND PROCEDURES**

A. AWARD CRITERIA

Nominations for ASN(FM&C) Financial Management Awards shall be based on achievements during the immediately preceding fiscal year and evaluated on:

1. Development and/or implementation of initiatives resulting in significant improvement to the quality of financial management within the DON.

2. Other significant services or contributions to DON financial management.

B. NOMINATION FORMAT

Submit nominations on enclosure (2) by the nomination deadline date which will be published in an annual letter. Limit the narrative justification to the single page provided in single spaced format. The nominating official should describe the achievement, including any monetary benefits, in terms of the contribution and benefit to the Federal Government.

C. AWARDS

Individual award recipients will receive an engraved plaque with the organization or team's name and award category. Recipients will also receive a certificate signed by the ASN(FM&C). Plaques and certificates will be mailed to recipient's organization for presentation.

18 DEC 1998

ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER) AWARDS PROGRAM
NOMINATION FORM

AWARD CATEGORY

☐ Individual ☐ Civilian or ☐ Military
☐ Team ☐ Functional Area
☐ Organization

NOMINEE DATA

Command Level: ☐ Echelon II Commands or Above
Or
☐ Echelon III Commands or Below

NAME: _____
RANK/GRADE FIRST M.I. LAST

POSITION TITLE: _____

OFFICE ADDRESS: _____

TELEPHONE: _____
DSN AREA CODE COMMERCIAL

FACSIMILE: _____
DSN AREA CODE COMMERCIAL

NOMINATOR DATA

NAME: _____
RANK/GRADE FIRST M.I. LAST

SIGNATURE DATE

OFFICE ADDRESS: _____

TELEPHONE: _____
DSN AREA CODE COMMERCIAL

FACSIMILE: _____
DSN AREA CODE COMMERCIAL

18 DEC 1998

ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER) AWARDS PROGRAM
NOMINATION FORM

JUSTIFICATION

NAME:

TASKING:

ACCOMPLISHMENT:

SIGNIFICANCE:

SECNAV 5305/1 (7-98) (BACK)

Enclosure (2)